

# Allocations Committee



**Jared Vega, Chair**

Wednesday, January 6, 2010  
5:00 pm to 6:30 pm  
Public Health  
4041 North Central Avenue, Phoenix  
14<sup>th</sup> Floor, Training Room

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## Meeting Minutes

### Attendance

**Committee Members**    *AT: Attended    AB: Absent    EX: Excused    ALT: Alternate Present*

AT	Cheri Tomlinson	ALT	Debby Elliott <i>alt: Philip Seeger</i>	AT	Jared Vega	AT	Larry Stähli
EX	Maclovía Morales	AT	Mark Kezios	EX	Mary Rose Wilcox <i>alt: Terri Leija</i>	AT	Randall Furrow
EX	Stephen O'Dell	AT	Carlos Perez				

### Guests

Robert Solis	Judy White	Daniel Ruacho	Richard Burrell
Teddy Burke			

### Administrative Agent Staff

Jen Hawkins                      Rose Conner

**Support Staff:** John Sapero

### Welcome, introductions and declarations of any conflicts-of-interest

Jared Vega called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

## **MEETING MINUTES** *continued*

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### **Determination of quorum**

Jared Vega determined that quorum was established with seven of ten members present at approximately 5:04 pm.

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### **Review of minutes and action items**

Participants silently reviewed the summary minutes for the November 4, 2009 meeting. No corrections were voiced.

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### **Administrative Agent update**

Rose Conner distributed a utilization report and reviewed current expenditures, detailing how each service category was utilizing their funds and the amount of funding estimated to be remaining at the end of the grant year. Other items discussed included:

- The Administrative Agent's office is working with providers to estimate utilization and spend down for the rest of the grant year. An analysis of each provider has been completed.
- 54 clients have been served by the Direct Dental program so far
- 83% of expenditures will be for core services, and 96% of the grant award is expected to be spent. The remaining 4% will be requested for carryover
- A directive from the Planning Council is needed to request carryover funding
- Because the Planning Council has reallocated more than \$250,000, the Administrative Agent is required to submit a revised budget memo to HRSA. This will be done once the Planning Council approves reallocations at the January 14<sup>th</sup> meeting
- The inter-governmental agreement between Ryan White Part A and Part B/ADAP will be approved by the Maricopa County Board of Supervisors on January 12<sup>th</sup>
- The new Part A medical provider in the East Valley is now seeing patients

### ***Reallocations***

The Administrative Agent made the following recommendations for reallocations:

- Reallocate \$80,000 from Primary Medical Care to Oral Health Services due to increased enrollment in the oral health program
- Reallocate the funds originally allocated to Part B Pharmaceuticals and then unencumbered from that service category back into Part B Pharmaceuticals

## **MEETING MINUTES** *continued*

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### **Ryan White Part B ADAP Update**

This item was tabled.

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### **Committee Chair Update**

No update was provided.

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### **Reallocations**

**MOTION:** Larry Stahli moved to transfer \$80,000 from Primary Medical Care to Oral Health services, and also transfer \$118,747 from unencumbered funds to Part B Pharmaceuticals. Additionally, Larry proposed that the Planning Council approve a directive to request up to 4% in carryover funding from HRSA, and also submit a re-budgeting memo to HRSA requesting permission to reallocate more than \$250,000 to service categories per Planning Council directives. Mark Kezios seconded.

**FRIENDLY AMENDMENT:** Cheri Tomlinson proposed to increase the carryover request percentage to 5%. Larry Stähli and Mark Kezios accepted to the amendment.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### **Determination of agenda items for the next meeting**

In addition to recurring agenda items, the following agenda items were added:

### **Agenda Items**

Anticipated utilization/reallocations

Part B/ADAP Update

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## **MEETING MINUTES** *continued*

### **Action Items to be completed by the next meeting:**

<b>Task</b>	<b>Assigned To</b>

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### **Current Event Summaries**

Cheri Tomlinson discussed that Ryan White Part D is applying for a supplemental grant to provide additional oral health services in their next grant year. Additionally, the date of the 20<sup>th</sup> anniversary celebration of the McDowell Health Care Center has been changed from January 15 to Friday, February 12<sup>th</sup>.

Rose Conner discussed that the Part A grant application addendum is due on Friday, January 15<sup>th</sup>. This addendum must describe how the EMA will identify people who are unaware of their HIV status and engage them to enter primary medical care services. One third of the grant application's total score will be based on this addendum. An additional one page addendum describing how the EMA will use an MAI funding is also required.

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### **Call to Public**

John Saperio reminded participants that are members of the Leadership Academy to complete their take-home assignment by Friday, January 8.

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### **Adjourn**

The meeting adjourned at 6:50 p.m.